

**Children’s Ministry Role Description 2024/25**

*Morning Out is part of the ministry of CCB meeting and therefore falls under the same beliefs held by the church which are detailed in full on our website under the ‘what we believe’ heading. This role is a fixed term volunteer position for 12 months, with a volunteer check-in quarterly.*

**Role Title**: Morning Out Volunteer Coordination Team Member

**Key responsibility**: Responsible for planning activities for children aged 0-5 and ensuring the activities are resourced and set up in accordance with the CCB children’s ministry vision and goals.

**Reporting Structure**: Role holder reports to the Children’s Minister as appropriate. This role may be a team role and in the case of more than 1 applicant, volunteers will be asked to work closely with others in the planning team as well as with the volunteers who are involved in other ways.

* Work with those who volunteer to lead and help with crafts, refreshments, setting up, welcome and packing down to decide what is needed for craft and activity preparation each Friday.
* Liaise with the set up team to ensure they are aware of the necessary set up requirements for any planned activities.
* Ensure that the toys and equipment at Morning Out are appropriate for preschool children and that any new activities are planned in the safest way possible and that new activities do not oppose our faith and beliefs.
* Do a termly review of the toys and activities in the upper store cupboard and ensure they are in working condition and that they are age appropriate.
* Liaise with the Children's Minister regarding new purchases.
* Review the churchsuite register on a quarterly basis to ensure that the contact information for families is continually updated.
* Following guidelines from the Children's Minister, plan Christmas, Easter and Summer mini celebration parties and special Morning Out sessions.
* Be respectful , display consideration to others and show integrity in your volunteering.
* Adhere to the [children’s ministry code of conduct](https://ccbedford.org/Publisher/File.aspx?ID=355793) when interacting with other children and families during the toddler group.
* Advise the children’s minister as appropriate of any issues, damage to equipment etc.
* Attend planning and relevant training meetings for the Morning Out team. This will be a commitment of 1 meeting every 6 weeks.
* Familiarise yourself with the church’s Fire Emergency Evacuation procedures and General Risk Assessments (as they apply to this Group / activity) and be alert to any hazards and safety issues reporting any concerns to the Children's Minister as appropriate.
* Complete the CofE online safeguarding training and adhere to Christ Church’s safeguarding policy and complete the enhanced DBS check through Christ Church.
* Be responsive to emails or provide the children’s minister with the best way to contact you regarding your volunteering.

I confirm that I have received a copy of Morning Out volunteering policy and that I will endeavour to follow the guidelines contained within it:

Name ………………………………………. Signature ……………………………………….

Date ……………………………………….